


MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE Federal Register/ Vol.65, No.156- §664.405 (1)	PAGE 1 OF 2
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SUBJECT: Objective Assessment (AJC Initial Assessment Service)		ADDENDA: N/A

BACKGROUND

A thorough assessment of each individual's needs is essential to increase successful program outcomes.

POLICY

Objective Assessment is always the first WIA funded activity to be completed.

The objective assessment is to be a client-centered, diagnostic approach to evaluate the needs of participants regardless of services or training programs available. As a result of the objective assessment process, the participant will learn more about his/her skills, knowledge and abilities in relation to secondary and post secondary school education goals, vocational training goals, and/or career goals.

This assessment shall include an examination of basic skills, occupational skills, educational background, prior work experience, employability, interests, aptitudes, attitudes towards work, motivation, behavioral patterns affecting employment potential, supportive service needs, developmental needs, leadership needs, and family situation. The assessment shall include an evaluation of the participant's barriers to employment including financial resources and supportive service needs. The assessment is used by youth program service providers to develop an Individual Service Strategy (ISS) to identify and provide a method to obtain employment and accomplish education and training goals.

The objective assessment process begins with interaction between the participant and youth program service provider resulting in the mutual development of an ISS, which is the plan of action for training and/or services. This process may include structured interviews, written tests, performance tests (i.e. skills and/or work samples including those that measure interest and capability to train in nontraditional employment), behavior observations, interest and/or attitude inventories, career guidance instruments, aptitude tests, and basic skills tests.

Younger youth (ages 14 through 18) shall be assessed using standardized evaluation tools for deficiencies in basic, occupational and work readiness skills to establish goals for the required Workforce Investment Act (WIA) Skills Attainment performance measure. An assessment to determine presumptive need and pre-assessment tools for each skill attainment category are available in Arizona's Skill Attainment System manual. The pre-assessment and skill attainment must be included in the hard copy file. The youth program service provider must set a minimum of one skill attainment goal per year and may determine whether the youth can achieve more than one goal in the same period.

Older youth (ages 19 through 21) shall be assessed for deficiencies in either basic skills, occupational skills or work readiness skills to establish goals. They also shall be assessed with a focus on education and/or

employment. Barriers to employment and training are evaluated and take into account participant's family situation, work history, education, occupational skills, interests, attitudes towards work, motivation, behavior patterns affecting employment potential, financial resources, supportive service needs, and personal employment information as it relates to the local labor market.

An objective assessment case note must be posted in the AJC program note section within 15 days of completion.